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## DESTRUCTION OF RECORDS PAST RETENTION PROCEDURES IN THE REGION 10

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	<b>R10 Regional Records Program</b>	<b>U.S.EPA Region 10</b>	<b>5/07/2014</b>
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## 1. PURPOSE AND APPLICABILITY

This procedure identifies specific requirements, processes and supporting documents required for identifying and dispositioning records located at the R10 Central Records Center (CRC) that meet or exceed their retention, according to the National Records Management Program (NRMP) Records Schedules.

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## 2. AUDIENCE

The audience for these procedures is the R10 Regional Records Program Staff.

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## 3. BACKGROUND

Every federal agency is required by regulation to manage records in accordance with Federal standards. The R10 Executive Team (ET) made a decision to have a consolidated records center, the Central Records Center (CRC), in Region 10. The CRC will provide orderly arrangement and secure control of records. The CRC will be managed by records management professionals who will disposition short-term records according to NRMP's records schedules.


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## 4. AUTHORITY

- 44 U.S.C. Chapter 33, Sec. 3301
  - U.S. EPA – Records Management Policy (EPA 2161)
  - Federal Records Act
  - NRMP Records Retention Schedules
  - 44 U.S.C. Chapter 33, (Disposal of Records)
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## 5. DEFINITIONS

- Records include all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value in them. (Taken from 44 U.S.C. Chapter 33, Sec. 3301)
- National Records Management Program (NRMP) provides leadership and direction

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in managing the records that support EPA's mission.

- Versatile Enterprise (VE) is the database software used to track active files in EPA offices, as well as retired records stored at the Federal Records Center (FRC) facility.
- Records Management Coordinators (RMC) are R10 staff, designated by their manager to be the records contact for their organizational unit.
- Dispositioning is processing records that have reached their retention according to the NRMP's records schedules. For Temporary records, they are destroyed and for Permanent records, they are transferred to the National Archive and Records Administration (NARA).

## 6. PROCEDURES

The steps required for dispositioning CRC records:

- Identify records in a series that are past their retention and place them in a box(es) for processing. These may be identified during the annual inventory or by the custodian programs at other times of the year.
- Create the boxes in Versatile and scan the folder barcodes into the box using the Files tab of the Box Entry screen. Refer to Entering Destruction Boxes into the Versatile Database - Cheat Sheet. Create one virtual box per Unit, even if it includes multiple physical boxes and note the volume in the first line of the description after "Box 1 of 1."
- Create one EPA R10 In-House Records Destruction form for each Record Series by Office or Unit and include the Versatile box number in the description.
- Print the Box Contents List to PDF and email the list of identified files for destruction to the Records Management Coordinator (RMC) and Unit Manager for review and approval. Cc the RLO and request a return reply within 2 weeks of the email notice
- Ask the Programs to verify the sensitivity of the documents and to notify the Regional Records staff if any folders are subject to preservation requirements such as an existing FOIA, an ongoing Litigation Hold, or other special circumstance to retain the records.
- If the Program approves the destruction, ask them to print out and sign the EPA R10 In-House Destruction Form (Custodian and Approving Official) and return the original to R10 Regional Records staff in the CRC.
- If shredding is indicated, remove plastic, binder clips, rubber bands and other items that cannot be shredded and place the documents into the shred bin.
- After the monthly shred day, enter the destruction batches into Versatile.



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- i. Make a copy of the form for the RMC's records and file the In-House Records Destruction Form.

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**7. RELATED DOCUMENTS**

- Records Management Manual
  - Versatile Enterprise Manual
  - Entering Boxes for Destruction in Versatile
  - EPA R10 In-House Records Destruction Form
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**8. ROLES AND RESPONSIBILITIES**

It is the responsibility of:

- The R10 Regional Records staff to identify CRC regional records that have met their retention according to the NRMP records schedules and to notify the Programs of intended destruction.
  - The R10 Regional Records Staff at the CRC to enter the files in Versatile, complete an EPA R10 In-House Records Destruction form and prepare the documents for destruction.
  - The Program custodian and the manager to review the collection for preservation requirements and to approve or disapprove the destruction within two weeks of notification. If needed, they may request more time for review.
  - The R10 Regional Records Staff to keep the record copy of the EPA R10 In-House Records Destruction Forms.
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**9. WAIVERS**

Does not apply.

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**10. RELATED POLICIES, STANDARDS AND GUIDANCE**

- Records Management Manual
  - Versatile Enterprise Manual
  - NRMP Records Schedules
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**11. MATERIAL SUPERSEDED**

Not applicable.

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**12. ADDITIONAL INFORMATION**

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For questions about these procedures, please contact Mike Wells, the R10 Records Liaison Officer, (206) 553-4252.

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